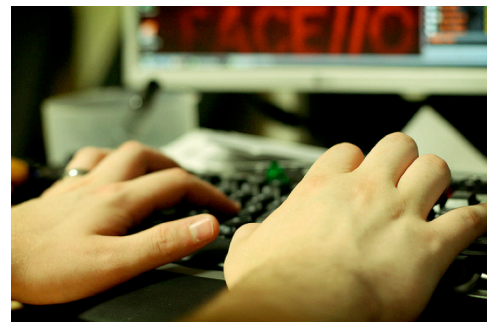


# COMPUTER HELP FOR JOB SEEKERS!



**Tuesdays from 3:30-5pm at Cambridge Community Television**

CCTV offers weekly computer assistance from a friendly volunteer who provides individualized and flexible help with job searching, resume writing, online job applications, computer skills, and more. Work alone or with a group to learn more about computers.

## UPCOMING MINI LESSONS

The following mini lesson will be offered at 4pm during each weekly session.

December 4	Sending and Receiving Email Attachments
December 11	Keywords for Craigslist Job Searches
December 18	Internet Search 101
January 8	Basic Formatting for Microsoft Word
January 15	Researching Salaries
January 22	Cursors on your Screen and What they Mean
January 29	Navigating your Web Browser
February 5	Sending Emails for Job Inquiries
February 12	Backing Up Files
February 19	Getting Connected - The ports on your computer
February 26	Internet Security 101

**This drop-in program is FREE!**

**Come anytime. No sign up needed. All job seekers welcome.**

### About Cambridge Community Television (CCTV)

Cambridge Community Television is a public forum for all Cambridge residents, businesses and organizations. CCTV provides training and access to telecommunications technology so that all may become active participants in electronic media. CCTV strives to involve the diverse population of Cambridge as producers and viewers, and to strengthen its efforts through collaborations with a wide variety of community institutions. It operates Channels 8, 9, & 96 on Cable in Cambridge.

**Located in the heart of Cambridge's Central Square at 438 Massachusetts Ave - 617-661-6900**

